



# Safe Schools End of Year Process

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# 2013–14 End of Year Timeline

- ▶ **May 14<sup>th</sup>** – E.1414 release to districts will include updates to Safe Schools Validation Report
- ▶ **May 15<sup>th</sup>** – District verification window opens
- ▶ **June 30<sup>th</sup>** – District verification window closes
- ▶ **June 30<sup>th</sup>** – Superintendent verification due to KDE
- ▶ **July 1<sup>st</sup>** – KDE will extract data from IC data warehouse
- ▶ **July 15<sup>th</sup> (tentative)** – District and school level data will be available for viewing in the 13–14 School Report Card Data Collection tool
- ▶ **July 31<sup>st</sup>** – School Report Card verification of behavior data ends (two weeks after availability in SRC)

# Requirements for Safe Schools

- ▶ Any behavior resolution mapped to a state code of the following:
  - SSP1: Expelled, receiving services
  - SSP2: Expelled, not receiving services
  - SSP3: Out of School Suspension
  - INSR: In-School Removal
  - SSP7: Restraint
  - SSP8: Seclusion

# Requirements for Safe Schools, continued

- ▶ Incidents involving law or board violations related to the following will produce a record **regardless** of resolution:
  - Assault or Violence
  - Guns or other weapons
  - Controlled substances (including alcohol or tobacco)
  - Bullying or Harassment

A list of the select law and board violations can be found in the 2013–14 Safe Schools Data Standards on KDE's [KSIS Data Standards website](#).

# E.1414 Updates to Safe Schools

- ▶ Students who have the role of Offender or Participant in the qualifying behavior incident are now reported.
- ▶ Students who are marked State Exclude via their enrollment, calendar, or grade level will not be included in the report.
- ▶ The Resolution Length in School Days element has been added to the extract. This element will report a value calculated by looking at the resolution start and end dates and comparing this to the school days in the calendar.
- ▶ Sub-report SS5 has been renamed “SS5: State Resolutions not reported in SS1 – SS4”.
- ▶ The Validation Report will be available in CSV format by selecting a new Export to CSV button available.

# Reporting Path

## ► KY State Reporting | Safe Schools

### Extract Options

Format

Date Range  --

Extract Options:  
Date Range: should remain as default

### Report Selection ☒ All Reports

- ☒ SS1: Assault or Violence
- ☒ SS2: Possession of Guns or Other Deadly Weapons
- ☒ SS3: Possession/Use or Distribution of a Controlled Substance
- ☒ SS4: Bullying or Harassment
- ☒ SS5: State Resolutions not reported in SS1 - SS4

Sub-Reports:  
Allows user to section out the categories of reporting

### School and Grade Criteria:

Ensure all grades and schools are included in the verification process

# Validation Checks



- ▶ **Errors** – Indicate problematic data that will NOT pull on the report
- ▶ **Warnings** – Indicate problematic data that WILL pull on the report

**All errors and warnings should be resolved during the district verification process.**



# Export Validations to .CSV

- ▶ With E.1414 release, the error/warnings can be exported to .CSV to allow filtering of data to provide to schools for clean-up

To view the errors and/or warnings in a csv format click

Export to CSV





# Error 1: Resolutions –Missing End Dates and/or Times

- ▶ This error will be appear anytime a student has a state resolution without a resolution end date and or time.

To resolve this error, open event resolution; enter end date and/or time and save record

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

## Error 2: State Resolutions missing a law or board violation selection

- ▶ This error will be appear anytime a student has a state resolution without a law or board violation selected on the event.

To resolve this error, open behavior event select the appropriate law or board violation

NOTE: There has been a validation put in place on the data entry screen that should prevent this error.

# Error 3: Event without a participant

- ▶ This error will appear anytime an event with a Safe Schools qualifying event or resolution is saved without a participant selected.

To resolve this error, find the referenced behavior incident and add the participant to the event or resolution. If the event was created in error, then the event should be deleted.



# Error 4: State resolution with a Behavior Incident outside of enrollment

- ▶ This error will appear when a behavior incident date is outside the student's enrollment.

Release E.1414 updates the logic to only produce the error if the incident date is outside ANY of the student's current year enrollments in the district.

# Warning 1: Suspension/Attendance Dates and/or Times are Inconsistent

- ▶ This warning will appear for students who received a state resolution of SSP3 and the start/end date/times of the behavior resolution are not consistent with the check-in/out date/time within the student's attendance.

The Suspension/Attendance Linkage report will assist in data clean-up of this warning.



# Warning 3: Behavior resolution outside of enrollment

- ▶ This warning will appear for students who have a resolution start or end date outside of any enrollment in the district

Release E.1414 updates the logic to only produce the error if the incident date is outside ANY of the student's current year enrollments in the district.

# Warning 4: Overlapping State Resolutions

- ▶ This warning will appear anytime a student has two or more state resolution records which overlap any span of date or time

Release E.1414 updates the logic to compare only current year behavior resolutions



# What is this data used for?

- ▶ Publically reported via Open House | School Report Card
- ▶ Per KRS 158.444, KDE must provide the data to the following agencies:
  - Kentucky Center for School Safety
  - Office of Education Accountability
  - Education Assessment & Accountability Review Subcommittee
- ▶ Data is reported annually to the U.S. Department of Education

# Questions



- ▶ Questions regarding the Safe Schools Extract, contact Windy Newton at 502-564-4772 or email [windy.newton@education.ky.gov](mailto:windy.newton@education.ky.gov)
- ▶ Refer to the [2013-14 Behavior Data Standards](#) on the KSIS Data Standards website.